

ADMINISTRATIVE - INTERNAL USE ONLY

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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
21 June - 27 June 1984

I. Items or Events of Major Interest that have Occurred During the Preceding Week:

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A. Photographic Support: The Photography Branch responded to an urgent [redacted] request to provide aerial photographs of construction activity on the Headquarters Compound. Our photographer was airborne for approximately one and a half hours. Proof sheets have been completed and given to the customer for frame selection. We expect this to be one of many requests from [redacted] for aerial shots in support of the New Building Project.

B. Copier Activities: The Xerox 9900, a new product being tested for a 60-day evaluation period in the Bindery & Reprographic Center (B&RC), is performing well. During the first month, the B&RC produced over 700,000 copies with significantly fewer personnel resources than are usually used with the 9400 or 9500 VR. A proposal for purchase of two 9900s with trade-in of one 9400 and one 9500 VR is being prepared.

C. ADP Activities: Live testing of the Management Information System (MIS) is still in process, and the system appears to be functioning well. Several minor problems, primarily of a procedural nature, have been uncovered and are being addressed. One minor change of the Database structure will also be made prior to system implementation, but everything else appears to be functioning as expected.

D. OCR Briefing: The Branch Chief and Micrographics supervisors addressed approximately 40 analysts at a DDI/OCR/Information Services Group (ISG) meeting held on 21 June 1984 in Headquarters. The purpose of this meeting was to acquaint new analysts with the proper procedures involved in creating personality cards. The address lasted for approximately one hour and was followed by a question and answer period. The Branch Chief extended an open invitation to tour the Photography Branch facilities for creating the personality cards and view the processes involved in creating same. The analysts were most appreciative of the information provided and said that they were very interested in looking at our operation.

E. P&PD Building Heating, Ventilation, Air Conditioning (HVAC) System Rehabilitation: The P&PD Building HVAC system controls were tested on 21 June 1984. After some unexpected

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problems were corrected, the controls were set for normal operating conditions. However, the air flow in P&PD will remain 30% low until the faulty mixing boxes are repaired. It is anticipated that the new mixing box dampers will be installed between 9 - 27 July. By 1 August 1984, the P&PD HVAC System should be fully balanced and operating properly.

F. P&PD Building Condensate Line Rehabilitation: It is expected that replacement of the P&PD Building condensate line will begin within the next sixty days. Careful coordination with the contractor will be required as the condensate line passes above equipment that is critical to P&PD operations, i.e., the laser platemaker, the 50'' Miehle press, the video replication system, etc. As stated in previous weeklies, a new condensate line is needed as the existing line is decayed and susceptible to leaks.

II. Significant Events Anticipated During the Coming Week:

None

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